


रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
संयुक्त सचिव व मु.प्र.अ. कार्यालय  
Office of JS & CAO

**POSTING/ TRANSFER OF PRINCIPAL PRIVATE SECRETARIES (PPSs)**  
**UNDER TURN OVER POLICY-2018**

The Principal Private Secretaries (PPSs) of AFHQ Stenographers Services mentioned in **Annexure-I** to this note are hereby transferred under Turn Over Policy to the organisations, mentioned against their name.

2. All the concerned user organizations are requested to relieve the Principal Private Secretaries at **Odd Serial Numbers by 13 June 2018 and at Even Serial Numbers by 20 June 2018** positively for reporting to their new organisations under intimation to this office. **Requests for deferment/ change/ cancellation of postings in respect of these officials shall not be entertained.**
3. Before relieving the officials, it must be ensured that they complete their self appraisal of the APAR forms for the relevant period, if due, and submit it to the Reporting Officer.
4. Relieving/charge assumption reports may be sent to all concerned. The SLIC of these Principal Private Secretaries may be withdrawn before relieving them.

**Annexure:** As above

  
(Shyamala Parsheera)  
SAO/P-2(A)  
25 May 2018

**Concerned Coord/ Establishment Sections of Army HQ/ISOs**

**Concerned Admin Sections in CAO's Office**      **Air HQ/PC Coord**

**NDC**      **NHQ/DOA (Civ)**

**Copy to:**

**Sr PPS to JS & CAO**

**PS to Dir (HR)**

**PS to Dir (E&A)**

**PA to Dy CAO (P&L)**

**CAO/APAR(P.2) Cell**

**AFHQ Stenographers Associations**

**Individual Concerned**

**Notice Board**

**CAO/EDP Cell :** For uploading on CAO website.

**POSTING/TRANSFER OF PRINCIPAL PRIVATE SECRETARIES : TURN OVER 2018**

SL NO	ID NO.	NAME (SHRI/SMT/MS)	DOB	OFFICE FROM	OFFICE TO	VICE (SHRI/SMT/MS)
1	A191764	ALKA JALOTA	28-04-1964	MGO BRANCH	DGAFMS	SHASHI NARULA
2	A192480	SHASHI NARULA	04-05-1961	DGAFMS	MGO BRANCH	ALKA JALOTA
3	A208471	SUNDARI SRINIVASAN	15-08-1968	NAVAL HQ	AIR HQ	NIRMAL VERMA
4	A192576	NIRMAL VERMA	04-10-1962	AIR HQ	HQ IDS	ANIL KUMAR
5	A215051	ANIL KUMAR	01-07-1966	HQ IDS	AG BRANCH	VIJAYA LAKSHMI MENON
6	A148094	VIJAYA LAKSHMI MENON	29-03-1969	AG BRANCH	NAVAL HQ	SUNDARI SRINIVASAN
7	A124524	CHRISTY DILAWAR	26-08-1961	HQ IDS	AIR HQ	SAVITHRI RAMDAS IYER
8	A145514	SAVITHRI RAMDAS IYER	23-04-1969	AIR HQ	MGO BRANCH	RAJESH KUMAR
9	A221171	RAJESH KUMAR	10-04-1968	MGO BRANCH	NDC	G S SRIDHAR
10	A158352	G S SRIDHAR	07-04-1965	NDC	GS BRANCH	SUNIL KUMAR
11	A127145	SUNIL KUMAR	20-06-1967	GS BRANCH	HQ IDS	CHRISTY DILAWAR

*WZ*